

## **First Formal Interview**

The First Formal Interview is an opportunity for you to practice and hone your interviewing skills and professional presentation. It is also your first opportunity to discuss co-op plans with your faculty coordinator in an individual session.



### **BEFORE THE INTERVIEW**

1. Begin scheduling your first formal interviews. All First Formal Interviews must be completed with your co-op faculty coordinator at least two weeks before the end of last class.

You must complete a successful First Formal Interview and receive a passing grade in CSU 223 Co-op Preparation Class in order to be cleared for co-op in the future.

Before scheduling your interview (see <http://www.ccs.neu.edu/co-op/cycle.html> for more details). You must have a technical resume, a cover letter, and the co-op quiz completed before this interview.

2. Visit the My NEU Website at <http://myneu.neu.edu> . Refer to the sheet titled “Scheduling an appointment” (located in e-portfolio, Resource section of the CSU 223 1 - Group. In <http://myneu.neu.edu> schedule a 30-minute meeting (two fifteen-minute blocks) with your faculty coordinator. (This cannot be done the day of the meeting; it must be done at least the day before and before 4:30PM.)
3. Prepare for the interview with FORMAL BUSINESS ATTIRE. For men: two-piece suit, tie, shined shoes. For women: two-piece suit (dress or pants), blouse, shined shoes.
4. Bring with you to the interview:
  - ◇ A paper version of the resume you uploaded into MyNEUCOOL
  - ◇ Your transcript (note: you must have a passing grade in CSU 222 or 223)
  - ◇ The Co-op Quiz, completed (download at <http://www.ccs.neu.edu/co-op/forms.html>)
  - ◇ Verification of citizenship (original birth certificate or notarized copy or passport).
  - ◇ A cover letter, addressed to your coordinator, explaining why you want a co-op job

### **AT THE INTERVIEW**

- Treat the entire meeting as a practice interview. Your faculty coordinator will evaluate and critique your appearance, articulation, demeanor, and overall "interview persona".
- You MUST dress in formal business attire for this interview. You will not be permitted to do the interview without it.
- Your resume SHOULD NOT be a Microsoft Word template (or the COOL template). These are inappropriate for a computer science job search.